

University City UMC Weekday School  
Registration for the 2012-2013 School Year  
Prospective Families

It's time to start thinking about the new school year. Registration for the 2012-13 school year is just around the corner. Everything you need to know -from dates to fees- to register your child is here. Please read carefully and feel free to give us a call at 704-598-3577 if you have additional questions.

Registration forms may be turned in any time between January 11<sup>th</sup> and February 10<sup>th</sup> 2012

**Forms must be received by the Weekday School Office no later than 1:30pm on February 10<sup>th</sup>.**

Late registrations will be enrolled after all other prospective families.

At the end of the registration period, all seats will be filled through the drawing of lots. Priority will be as follows:

1. Church members currently enrolled and their siblings.
2. Non-Church members currently enrolled and their siblings
3. Church members not currently enrolled (must have joined church by 12/31/11)
4. Siblings of children who have previously attended.
5. All others.

**Waiting List Notes:**

If your child is not enrolled in your first choice, we will automatically add him/her to the waiting list for your first choice.

One waiting list will be maintained for 3 day 2s and 3s in the order names are drawn, effectively putting each child waiting for 3 days a week on the list for both MWF and TTHF. Students will be offered whichever 3 day option becomes available first. At that point you may choose to

- take what is available
- take what is available and remain on the waiting list for the opposite days if you prefer
- remain in the 2 day class until your first choice days become available.

Please be patient, there is a lot of shifting between the lottery and the beginning of the school year.

Church members currently enrolled may fill up to 75% of a class' total enrollment. In the case that more currently enrolled church members want a class than the maximum, separate church member and non-church member waiting lists will be maintained.

- The registration form must be printed, filled out and returned to the Weekday School office as payment and original signature are required.
- One registration form per child please
- One Financial form per family is acceptable
- You may write one check for all children you are registering
- If you choose to pay registration fees online please forward your confirmation of payment to [arimmer@ucumc.org](mailto:arimmer@ucumc.org)
- Registration for Transitional-Kindergarten requires the registration fee (\$85) and one month's tuition (\$280). These fees are not refundable once your child is enrolled in the T-K class.

The drawing of lots will be held on February 15, 2012, names of new students enrolled will be posted on the Weekday School website and on the Weekday Office window by noon on February 16<sup>th</sup>. Parents will receive an email once the website has been updated. Confirmation letters, which include class assignments will be mailed by February 17, 2012.

### **Nut Allergies:**

If your child has a nut allergy please note it on your registration form. The following classes are in classrooms that will be designated as nut free if there is a need:

Toddlers: as needed

Twos: TTHF 2, MW 2B

Threes: TTHF 3A, MW 3

Fours: TTHF, MW (fours with nut allergies who would like to attend 5 days a week may sign up for both classes and pay the 5 day 4 rate).

### **Informational Meetings:**

Transitional Kindergarten: Thursday, February 2, 2012 at 9:30am in the Chapel.

General Information Meetings: Wednesdays: January 11<sup>th</sup> and 18<sup>th</sup> and February 1<sup>st</sup> and 8<sup>th</sup> at 10:30am in the Chapel.

### **Registration Fees:**

\$85 for 1<sup>st</sup> child

\$60 for each additional child

### **Birth date Requirements:**

T-K: Must turn 5 by August 31, 2012

4s: Must turn 4 by August 31, 2012

3s: Must turn 3 by August 31, 2012

2s: Must turn 2 by August 31, 2012

Toddlers: Must turn 1 by May 15, 2012

### **Classes Available:**

Toddlers: MW or TTH with the option to add Friday\*

2's: MW, TTH, MWF, TTHF

3's: MW, TTH, MWF, TTHF

4's: MW, MWF, TTHF, MTWTH, TWTHF, Monday-Friday

T-K: Monday-Friday

\*add on Friday toddler class is made up of children from both the MW and TTH classes and one teacher from each of the toddler classes

## Monthly Tuition Rates:

2 days per week:	\$165/mo	(all ages)
3 days per week:	\$210/mo	(all ages)
4 days per week:	\$250/mo	4s
5 days per week:	\$275/mo	4s
<u>Pre-K</u>	\$280/mo	5s

4 or 5 day options for 2s and 3s will be opened to families as space is available later in the spring. There is a place on the registration form to indicate your interest in being contacted about these options.

## Operating Hours:

Weekday School hours are 9:00am-1:00pm

The 2012-13 school year will begin September 4, 2012 and end May 23, 2013

## Withdrawal and Refund Policy

- Registration will be refundable until March 2, 2012 if you do not receive your first choice in the enrollment lottery. If you receive your first choice, your registration fee will be non-refundable immediately. Transitional Kindergarten still pays one month's non-refundable tuition at the time of registration.
- One month's tuition is due in May. This will be May 2013's tuition.
- One month's tuition is due in June. This will be credited to April 2013's tuition.
- The remaining tuition payments will be due monthly September 2012-March 2013.
- All tuition paid will be refundable until June 30<sup>th</sup>, with the exception of the one month collected at registration for children enrolled in the T-K class.
- Children withdrawn between July 1 and October 31<sup>st</sup>: 75% of April and May tuition payments are refundable.
- Children withdrawn between November 1 and December 31: 50% of the April and May tuition payments are refundable.
- Children withdrawn between January 1 and February 29: 25% of the April and May tuition payments are refundable.
- Children withdrawn after March 1<sup>st</sup>: no refund of April and May tuition payments.

For additional information, call the Weekday School office at 704-598-3577 or e-mail us at [dswartzel@ucumc.org](mailto:dswartzel@ucumc.org). Office hours are 8:30-1:30 Monday through Friday.

See Registration Forms Below

University City UMC Weekday School  
Registration Form

**Lottery Category**

Church Member not Currently Enrolled  All Others

Sibling of Previous Student  Name of sibling \_\_\_\_\_

Child's Name \_\_\_\_\_ M \_\_\_ F \_\_\_

Birth Date \_\_\_\_\_ Home Phone \_\_\_\_\_

Parents Names \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

Zip code \_\_\_\_\_ e-mail: \_\_\_\_\_

To ensure that your child receives maximum benefit from our program, please describe your child's special needs (i.e. food or other allergies, social skills delay, physical challenges, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration Fees for 2012-2013 are on a per child basis.  
1<sup>st</sup> child \$85 additional children \$60 each

Class Options: Please prioritize your choices with 1, 2, 3 etc. Please write flexible on your form if you can be flexible in your choices

Transitional Kindergarten \_\_\_\_\_

**Pre-K only:** One month's non-refundable tuition and registration fee are due at time of registration. **Must turn 5 by August 31, 2012.**

Four Year Olds:

5day \_\_\_\_\_ MWF \_\_\_\_\_ TTHF \_\_\_\_\_ MTWTH \_\_\_\_\_ TWTHF \_\_\_\_\_ MW \_\_\_\_\_  
**Must turn 4 by August 31, 2012**

Three Year Olds: MWF \_\_\_\_\_ TTHF \_\_\_\_\_ MW \_\_\_\_\_ TTH \_\_\_\_\_  
**Must turn 3 by August 31, 2012**

Two Year Olds: MWF \_\_\_\_\_ TTHF \_\_\_\_\_ MW \_\_\_\_\_ TTH \_\_\_\_\_  
**Must turn 2 by August 31, 2012**

Toddlers: MW \_\_\_\_\_ TTH \_\_\_\_\_ Add on Friday \_\_\_\_\_  
**Must turn 1 by May 15, 2011**

4 or 4 day options for 2s and 3s will be opened to families as space is available later in the spring. If you would like to be contacted about these classes, please check here: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

